

**Kalamazoo Area Building Authority (KABA)  
Board Meeting  
July 9, 2015**

The KABA meeting was held at Cooper Township Hall. Board member Carol DeHaan called the meeting to order at 2:00 p.m.

**PRESENT:**

Deb Everett, Chair  
George Cochran, Treasurer  
Carol DeHaan, Secretary  
Ann Nieuwenhuis, Member  
Barney Martlew, Member

Also present were Executive Director Ed Hellwege, Attorney James Porter, Building Official Roger Iveson, Recording Secretary Kerrie LeClercq, and Cooper Township Supervisor Jeff Sorensen.

**Approve Agenda**

No changes made to the agenda.

**Consent Agenda**

Minutes of the May 7, 2015 regular meeting  
Receipts & Disbursements Report  
Administrative Report  
Executive Director Report  
Revenue/Permit Report

Motion by Ms. Nieuwenhuis, second by Ms. Everett to approve the consent agenda items. Carried.

**Welcome new KABA Board Member Everett and Election of new KABA Chairman** – Deb Everett was welcomed to the Board as the new representative for Oshtemo Township. Mr. Cochran nominated Ms. Nieuwenhuis as the new Board Chairperson, but she declined the nomination. Ms. DeHaan then nominated Ms. Everett for the position. Ms. Everett accepted the nomination. Motion to close nominations by Mr. Cochran, seconded by Mr. Martlew. Carried.

**KABA Lease for Office Space/Oshtemo Township** – Executive Director Hellwege advised the project has come to a temporary halt. The actual plans for the office space will be completed, but no further action will take place until Oshtemo Township has an opportunity to complete a facility study. General discussion regarding KABA's future space issues in the event that the space designated in the Oshtemo Township Hall is no longer available. Ms. DeHaan requested a report of KABA's monthly expenses as aid in determining the budget for any future move. Ms. DeHaan also requested that KABA's permit fees be reviewed.

**KABA FOIA Policy** - Executive Director Hellwege introduced the draft edition of KABA's new policy and Attorney Porter then provided some additional specifics of the policy. Mr. Cochran requested that the Kalamazoo Township attorney review the draft policy. Ms. Nieuwenhuis requested that the policy be approved by the Board and reviewed by the Kalamazoo Township attorney after the approval. Ms. Nieuwenhuis made a motion to that effect, seconded by Mr. Cochran. Motion carried. KABA will put together a final draft and distribute to the Townships.

**Demolition Bond Committee Update** – Supervisor Sorensen gave an update on the Committee's progress. General discussion regarding financial impact of policy on residential homeowners. Supervisor Sorensen suggested the Committee meet once more to finalize the policy before presenting the final draft to the Board for consideration. The Committee meeting has been scheduled for Tuesday, July 14, 2015 at 8:00 AM in the Oshtemo Township Hall.

**Building Official Report** – Rather than submit the usual written report to the Board, Executive Director Hellwege requested that Building Official Iveson address the Board directly. Building Official Iveson handed out an overview of his presentation, primarily discussing the status of the Administrative and Field Staff personnel when he began his position, and the goals that he has established for them. After his presentation, there was a brief discussion of the KABA Temporary Certificate of Occupancy policy,

initiated by Mr. Martlew. Mr. Cochran commented that he would like to see Mr. Iveson begin the transition of taking over some of Executive Director Hellwege's administrative duties. Executive Director Hellwege stated that he would be going over Iveson's review on Monday, July 13, 2015, and would then update Board members.

**KABA Accounting / Financial Audit** – Ms. DeHaan initiated discussion regarding a recommendation of the Auditors that there be a definitive "Conflict of Interest" policy reflected in KABA's bylaws. Additionally, Attorney Porter will continue to work on the creation of KABA's financial policy. Mr. Martlew stated that KABA will need to divide its bank account balance into separate accounts at different financial institutions in order to ensure that the money is federally insured. No balance may be greater than \$250,000.00 in any one institution, necessitating that two additional accounts be opened by KABA. Ms. DeHaan made a motion that KABA open these additional accounts, at financial institutions chosen at the Executive Director's discretion. Motion seconded by Ms. Nieuwenhuis and carried.

**KABA Bylaws** – Executive Director Hellwege asked Board members to review KABA's bylaws and approve them. Suggested additions/alterations were discussed. Attorney Porter will be an updated set of bylaws to the next Board meeting, including a Conflict of Interest policy.

**Board Member Comments** – Mr. Cochran stated once more that he would like to see Building Official Iveson taking over more of KABA's day to day operations. Ms. Nieuwenhuis mentioned the difficulty in identifying new candidates for ordinance enforcement and assessing duties. Mr. Martlew asked for an update of new member development. Executive Director Hellwege answered that KABA has not been approached by any potential new members since he discussed the possibility with Schoolcraft in January of this year.

There was no further business and the meeting was adjourned at approximately 3:25 p.m.

Next Meeting – Regular Meeting August 6, 2015 at Comstock Township at 2:00 p.m.

Drafted: July 9, 2015  
Approved: August 6, 2015